

TEXTBOOK REIMBURSEMENT CHECKLIST

Soldier/Airman Name _____ Unit _____
Date _____ Semester requested _____

REQUIRED FOR ALL REIMBURSEMENTS

- a. _____ Completed Application for Reimbursement
- b. _____ Course syllabus with required book list for each class taken
- c. _____ Receipts for all textbooks purchased (not an order form-need a receipt with a zero balance)
- d. _____ Unofficial transcript printout (must have "C" or better average per class)
- e. _____ Completed State Vendor Registration form
- f. _____ Completed change of address form
- g. _____ Voided check (address on check must match current address. If a voided check is not available, a certified form from the Soldier/Airman's banking institution reflecting the routing and account number with the Soldier/Airman's information OR a memorandum stating the Soldier/Airman's address, bank name, account and routing number. The Soldier/Airman must sign this memorandum).

Soldier/Airman's Signature _____ Date _____